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Constitution and Bylaws

Society of Georgia Archivists

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Constitution of the Society of Georgia Archivists

NAME

The name of the organization shall be the Society of Georgia Archivists.

The Society of Georgia Archivists is established to provide an effective means of communication and cooperation among all individuals employed in the archives and manuscripts repositories in the state; to promote the preservation and use of the manuscripts and archival resources of the state; to increase the knowledge of archival theories and practices; to encourage the publication of finding aids; and to cooperate with professionals in related disciplines.

MEMBERSHIP

Individual memberships shall be open to any person interested in the field of archives, manuscripts, special libraries, or a related discipline.

Dues shall be determined by a majority vote of the membership on the recommendation of the Executive Board.

OFFICERS

The officers of the Society shall be president, vice-president, secretary, treasurer, and archivist. President, vice-president, and archivist shall serve terms of one year, with the vice-president and archivist being elected annually. The secretary and treasurer shall serve terms of two years except that the secretary will initially serve a one year term. The vice-president shall serve as president-elect of the Society and shall automatically become president on January 1 of the second year following his or her election. New officers shall assume their duties and receive their files on January 1 of the year following their election.

GOVERNMENT

The government of the Society shall be vested in an Executive Board composed of five elected officers and two directors. These two directors shall be elected as provided in the bylaws for terms of two years except that one director elected initially shall serve for only one year. The retiring president and the editors of the journal and newsletter shall be ex-officio members of the Board but shall not be permitted to vote.

If a vacancy should occur in any of the offices except president, the office may be filled by a majority vote of the Executive Board and the person designated shall hold the position for the unexpired term. In the case of a vacancy in the presidency, the vice-president shall assume that office and hold it for the remainder of the term and for his or her own complete term as president.

The Executive Board shall be responsible for the funds of the Society, establishing procedures for accounting and auditing of such funds.

MEETINGS

The Society shall hold at least two meetings a year: the Fall Workshop which shall constitute the annual meeting and the Spring Meeting. Notices of such meetings shall be mailed by the secretary at least thirty days before the date of the meeting. Members present shall constitute a quorum for the transaction of business.

The Executive Board shall meet at least four times yearly and notice shall be given by the secretary at least five days before the meeting. The Executive Board may be convened at the call of the president or of two members of the Executive Board. Four members present shall constitute a quorum for the transaction of business.

RECORDS

The records of officers or chairmen of committee shall be transferred to the archivist for custody as their terms expire. Each officer must submit an annual report which shall be incorporated into the archives of the Society. The Georgia Department of Archives and History will serve as official repository for the archives of the Society.

PUBLICATIONS

When sufficient funds are available, the Society shall publish a semi-annual journal, a quarterly newsletter, and other publications as determined by the Executive Board. Members of

the Society shall be entitled to receive the serial publications, and other subscription rates shall be set by the Executive Board. The editors of the journal and newsletter shall be appointed by the Executive Board as provided in the Bylaws.

BYLAWS

The Executive Board is authorized to adopt such bylaws as needed to regularize the administrative practices of the Society. An up-to-date copy of the bylaws shall be available to any member upon request to the president or secretary. All or part of the bylaws shall be subject to change by a majority of those attending the annual meeting.

AMENDMENTS

Amendments to this constitution shall be proposed in writing by five members and filed with the president. Such amendments will be reviewed by the Executive Board and put before the membership by mail referendum. If the amendment carries the Executive Board's endorsement, a majority of the votes cast in the referendum shall constitute passage; otherwise, a two-thirds vote shall be required.

DISSOLUTION

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in item 2 of this constitution. No substantial part of the activities of the organization shall be the carrying on of propaganda or

otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of the constitution, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purpose of this organization. Upon the dissolution of this organization, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, donate the official records and any assets to the Georgia Department of Archives and History.

Adopted April 1989

Bylaws of the Society of Georgia Archivists

DUTIES OF OFFICERS AND DIRECTORS

1. The president shall direct and coordinate the affairs of the Society. The president shall preside at all meetings of the Society and the Executive Board and shall perform such duties as may be directed by the Executive Board.
2. The vice-president shall perform the duties of the president in case of the president's resignation, absence, or incapacitation. The vice-president shall serve as president-elect and as its membership chairman.
3. The secretary shall keep active records of the Society including the minutes of the Society's membership and

Executive Board meetings and shall send notices to members concerning meetings.

4. The treasurer shall send dues notices by December 31 and shall remove from the membership rolls those persons whose dues for that calendar year have not been paid by March 15. The treasurer shall have custody of all funds belonging to the Society and shall disburse them in accordance with the annual budget or upon the expressed authority of the Executive Board. The treasurer shall keep accurate records of all financial transactions.

5. The archivist shall be custodian of all official records of the Society. It is the duty of the archivist to request records annually from other officers, and to see that they are accepted into the archives. The archivist will provide a "guideline for the acceptance of records" to all officers and will coordinate the transfer of said records to the Society's official repository. The archivist will maintain and update an inventory of the holdings of the Society's archives and will make that inventory available to the board when directed. The archivist will also serve as parliamentarian for general meetings and board meetings.

6. Each director shall serve as liaison with SAA, ALA, NARS, and other national, state, and regional institutions and organizations and shall undertake special projects as assigned by the Executive Board.

7. Chairpersons for the Spring and Fall meetings of the Society shall be appointed by the Executive Board one year prior to the meeting, or as close to that time frame as possible. Chairpersons shall serve as ex-officio members of the Executive Board and on planning committees as assigned.

BUDGET AND FISCAL YEAR

8. The Executive Board or officers shall prepare an annual budget within one month after the annual meeting. The budget shall be published in the next newsletter after the preparation of the budget. The annual budget can only be changed with the approval of the Executive Board.

9. The fiscal year for the Society's budget and for the payment of dues to the Society shall be January 1 to December 31 each year.

EDITORIAL STAFF

10. The Executive Board shall appoint the editor of the Society's semi-annual journal and the quarterly newsletter. Such appointments are to last a minimum of two years. These editors shall serve as non-voting, ex-officio members of the Executive Board. The editors will appoint editorial staff as needed to assist with editorial and production responsibilities in order to ensure timely distribution of the Society's publications to the membership and other subscribers.

The Executive Board shall appoint members of the Editorial Board of the journal on the recommendation of its editor. This editorial board shall advise the editor on editorial policy and shall assist the editor in evaluating and editing manuscripts submitted to the journal. The number of Editorial Board members shall be determined by the Executive Board in consultation with the editor. Editorial board members shall serve a term of three years, such terms to be staggered.

NOMINATING COMMITTEE

11. The Nominating Committee shall consider candidates for the offices of vice-president, secretary, treasurer, archivist, and director. (One director shall be elected each year following the first year for which Society officers are elected.) The chair of the Nominating Committee shall be given a copy of the Nominating Guidelines for that committee by the secretary of the Society. These guidelines shall be followed in conducting the election. All candidates must be members of the Society. The recommendations of the Nominating Committee shall be formally reported as a ballot offering a choice of candidates for each office.

12. Ballots shall be mailed to the membership at least thirty days before the annual meeting. The Nominating Committee shall establish a deadline for the return of ballots and this deadline shall be clearly noted on the ballot. Ballots shall be counted by members of the Nominating Committee after this deadline, and any ballots received after this deadline shall be considered invalid.

13. Candidates shall be notified by the Nominating Committee of the newly elected officers prior to the annual meeting. The chair or a member of the Nominating Committee shall make a report of the election at the annual business meeting. Any election difficulties or ties shall be resolved at that time by a majority vote of the members present at the annual business meeting session.

COMMITTEES AND OTHER APPOINTMENTS

14. Standing committees shall be created or abolished as required by vote of the Executive Board. The president shall

appoint members of standing committees, the appointments to be confirmed by a majority vote of the Executive Board. Written yearly reports are required of any standing committee created by the Executive Board. If the committee is in existence for less than a year, a report is required upon its dissolution or abolishment. Each report should include names of chair(s) and members, purpose, goals, accomplishments, and/or problems in reaching said goals/accomplishments.

15. The Nominating committee shall consist of three members of the society, two of whom shall be elected by the membership during the regular election to serve a term of one year beginning January 1 of the year following the year in which they were elected. The Executive Board, serving in the same year as the election for which the Nominating Committee members are responsible, shall appoint the third member at the first Executive Board meeting of the year in which these Nominating Committee members are responsible for elections. No member of the Nominating Committee shall be appointed from among the members of the Executive Board.

16. Other appointments as needed may be made by the Executive Board.

PARLIAMENTARY PROCEDURE

17. *Roberts Rules of Order, Revised* shall govern the proceedings of the Society, except as otherwise provided for in the Constitution or Bylaws of the Society.

Adopted November 1981

Amended November 1985

Amended April 1989